

Professional and Managerial Branch
Engineering Group
Registered Engineer Series

INDUSTRIAL ENGINEERING ASSOCIATE I *

09/89

CHARACTERISTICS OF THE CLASS:

Under immediate supervision, performs industrial engineering work to maximize efficiency and utilization of personnel, equipment and facilities; performs related duties as required.

EXAMPLES OF DUTIES:

Analyzes functional statements, organizational charts and project information to determine functions and responsibilities of workers and work units; conducts sample observations to develop standards of manpower utilization.

As assigned, analyzes and makes recommendations for work force, equipment and machine utilization and work simplification; plans space layouts.

Works in conjunction with contractors; prepares recommendations for management information systems and operating procedures manuals; maintains records and prepares reports; as assigned supervises subordinate personnel.

MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Industrial Engineering.

Knowledge, Abilities and Skills: Good Knowledge of the principles and practices of industrial engineering; good knowledge of general public works functions and organizations.

Ability to plan and organize research studies and make recommendations for the improvement or enhancement of staff utilization, space layout and design, equipment usage and work simplification; ability to supervise subordinates; ability to express oneself clearly and concisely both orally and in writing; ability to establish and maintain effective working relationships with fellow employees, officials and the general public; ability to maintain records and prepare reports.

Physical Requirements: Mobility within an office and field environment; operate a motor vehicle through city traffic.

Special Requirement: Subject to on-call during non-working hours and mandatory overtime during periods of Public Works Emergency Operations.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent license issued by another state.

* The title of Industrial Engineer I can be used provided registration as a Professional Engineer in the State of Texas has been obtained.

Director of Personnel

Department Head